



Calgary Progressive Lifestyles Foundation

Providing Services for Citizens with DisAbilities

Hourly Time Sheet Form

Name:			Month of:		
Date	Client	In	Out	Km	Activities
27					
28					
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					



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Name:		Month of:			
Date	Client	In	Out	Km	Activities
24					
25					
26					
27					
28					
29					
30					
31					
Totals					Please submit the timesheet no later than 4pm on the 20th of each month, e-mail to both your case manager and timesheets@cplf.ca. Be sure your hours and kms have been totaled, and your activities have been filled in.

Employee's Signature:		Dated:	
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